

**JOHN O'GRADY**  
**FRANKLIN COUNTY CLERK OF COURTS**  
**DIVORCE DIVISION**  
**373 South High Street**  
**Columbus, Ohio 43215-4596**

VS.

Case no. \_\_\_\_\_

**INSTRUCTIONS FOR ORDINARY MAIL SERVICE**

You are instructed to make ordinary mail service upon

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_

\_\_\_\_\_  
ATTORNEY

\_\_\_\_\_  
SUPREME COURT I.D.

\_\_\_\_\_  
(DATE)

**CLERK'S CERTIFICATE OF ORDINARY MAIL SERVICE**

I, the undersigned deputy clerk, do hereby certify that a copy of

<input type="checkbox"/> SUMMONS	<input type="checkbox"/> MOTION(S)	<input type="checkbox"/> INTERROGATORIES
<input type="checkbox"/> COMPLAINT (01)	<input type="checkbox"/> MEMO(S)	<input type="checkbox"/> REQ FOR PROD OF DOC
<input type="checkbox"/> SUMMONS & ORDER TO APPEAR, NTC	<input type="checkbox"/> NOTICE OF HEARING(S)	<input type="checkbox"/> MTN, ENTRY FOR CONT
<input type="checkbox"/> ANSWER	<input type="checkbox"/> 591 NOTICE	<input type="checkbox"/> EXHIBITS
<input type="checkbox"/> JUDGMENT ENTRY	<input type="checkbox"/> AFFIDAVIT(S)	<input type="checkbox"/> MDL VISIT SCHEDULE
<input type="checkbox"/> ENTRY	<input type="checkbox"/> CUSTODY AFFIDAVIT	<input type="checkbox"/> FNDNGS OF FCT & CNCLSNS OF LAW
<b>CSEA DOCUMENTS:</b>		
<input type="checkbox"/> REQ FOR ADM MSTK OF FCT HRG	<input type="checkbox"/> ORDER TO SEEK EMPLOY	<input type="checkbox"/> CSEA INVESTIGATION
<input type="checkbox"/> REQ FOR ADJ CT HRG	<input type="checkbox"/> LUMP SUM TRANS ORDER	<input type="checkbox"/> CSEA TERM INVESTIGATION
<input type="checkbox"/> ARREARAGE WORKSHEET	<input type="checkbox"/> HEALTH DISC AFFIDAVIT	<input type="checkbox"/> ADM MOD HRG DECISION
<input type="checkbox"/> SUPPORT WORKSHEET	<input type="checkbox"/> NTC OF OBJ LTTR	<input type="checkbox"/> ADM MOD RECOMMENDATION
<input type="checkbox"/> ORD & NTC TO OBLIGOR/ OBLIGEE, EMP & INS	<input type="checkbox"/> NTC/INCOME PROVDR W/HOLD OBLGR	<input type="checkbox"/> ADDNDM W/HOLD NTC SPPT ORD

OTHER: \_\_\_\_\_

\_\_\_\_\_  
WAS MAILED TO THE PARTY LISTED ON THE INSTRUCTIONS ABOVE, BY ORDINARY U.S.  
MAIL, POSTAGE PREPAID, ON \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK